

# REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of  
the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION		BILLING CODE
CORRECTIONS		16835
DIVISION, BUREAU OR OTHER UNIT		
EMERGENCY OPERATIONS		
ADDRESS		
630 K Street, Sacramento, CA (and attached list)		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
307.	2	2-2-88
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE	

## PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
<i>Clifford Smith</i>	Chief, Emergency Operations	2/29/88
Clifford Smith, Chief Emergency Operations in accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.		
I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)		

SIGNATURE—RECORDS MANAGEMENT COORDINATOR		
<i>Legg A. Thompson</i>		
TITLE	DATE	TELEPHONE
Records Management Analyst II	2-29-88	323-4095
PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)		

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE	APPROVAL NUMBER
<i>Alvin R. Ford</i>	88-111
TITLE	DATE
RMA	3-8-88
PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)	

## THE ATTACHED RECORDS RETENTION SCHEDULE:

- ☒ Contains no material subject to further review by the California State Archives.
- ☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

SIGNATURE—CHIEF OF ARCHIVES	DATE
<i>John F. Burns</i>	MAR 30 1988

**DEPARTMENT OF CORRECTIONS FACILITIES  
WARDEN/SUPERINTENDENTS/NEW PRISON MANAGERS**

California Correctional Center  
711-045 Center Road  
P.O. Box 790  
Susanville, CA 96130  
William Merkle  
(916) 257-2181

California Rehabilitation Center  
5th Street and Western  
P.O. Box 1841  
Norco, CA 91760  
L. Chastain  
(714) 737-2683  
ATSS 732-2011

Deuel Vocational Institution  
23500 Kasson Road  
P.O. Box 400  
Tracy, CA 95376  
Midge Carroll  
(209) 466-8055  
ATSS 476-8055

California Correctional Institution  
End of Highway 202  
P.O. Box 1031  
Tehachapi, CA 93551  
Bill Bunnell  
(805) 822-4402

California State Prison, Avenal  
801 San Joaquin Street  
P.O. Box 8  
Avenal, CA 93204  
Al Gomez  
(209) 386-0587

Mule Creek State Prison, Ione  
P.O. Box 409099  
4001 Highway 104  
Ione, CA 95640  
Roger Schaufel  
(209) 274-4911

California Institution for Men  
14901 Central Avenue  
P.O. Box 128  
Chino, CA 91710  
Otis Thurman  
(714) 597-1821  
ATSS 652-2001

California State Prison, Corcoran  
1002 Dairy Avenue  
Corcoran, CA 93212  
Bernie Aispuro  
(209) 992-5071

Northern California Womens Facility  
7150 Arch Road  
P.O. Box 213006  
Stockton, CA 95213-9006  
Teena Farnon  
(209) 943-1600

California Institution for Women  
16756 Chino-Corona Road  
Frontera, CA 91720  
P.O. Box 6000  
Corona, CA 91718  
Annie Alexander  
(714) 597-1771

California State Prison, Folsom  
Prison Road  
P.O. Box W  
Represa, CA 95671  
Bob Borg  
(916) 985-2561

Richard J. Donovan Correctional  
Facility at Rock Mountain  
480 Alta Road  
P.O. Box 73200  
San Ysidro, CA 92073-9200  
John Rattelle  
(619) 690-6500

California Medical Facility  
1600 California Drive  
P.O. Box 2000  
Vacaville, CA 95696  
California Medical Facility-South  
P.O. Box 4000  
Vacaville, CA 95696-4000  
Eddie Ylst  
(707) 448-6841  
ATSS 594-6841

California State Prison, Riverside  
150 North Broadway  
Blythe, CA 92225  
Vern Smith  
(619) 922-5111

Sierra Conservation Center  
5100 O'Byrnes Ferry Road  
P.O. Box 497  
Jamestown, CA 95327  
R. E. Doran  
(209) 984-5291

California Mens Colony  
Highway 1  
P.O. Box 8101  
San Luis Obispo, CA 93409  
Wayne Estelle  
(805) 543-2700  
ATSS 629-6651

Correctional Training Facility  
Highway 101 N  
P.O. Box 686  
Soledad, CA 93960  
Eddie Myers  
(408) 678-3951  
ATSS 579-3951

**DEPARTMENT OF CORRECTIONS PAROLE ADMINISTRATORS**

<u>REGION I</u>	<u>REGION II</u>	<u>REGION III</u>	<u>REGION IV</u>
Irv Marks 1631 Alhambra Blvd. Sacramento, CA 95816 ATSS 497-2860 (916) 739-2860	Ronald Y. Chun Ferry Building, Room 2000 San Francisco, CA 94111 ATSS 597-2861 (415) 557-2861	Jerry Dittaggio 107 South Broadway, Rm. 3003 Los Angeles, CA 90012 ATSS 640-2404 (213) 620-2404	Robert J. Bowman 1840 East 17th Street, Room 240 Santa Ana, CA 92701 ATSS 657-4131 (714) 558-4131

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 307.	DATE (3) 2/2/88
ORGANIZATIONAL UNIT Emergency Operations Unit	PAGE 1	OF 2 PAGES (4)
ADDRESS (number, street, city) 630 K Street, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			Records located in Emergency Operations are created and maintained by authority of California Emergency Services Act, and in accordance with California Administrative Code, Title 15, Article 4, Section 3000-3004. Departmental procedures are defined in Department Administrative Manual, Section 4500-4800.								
1.	2		Prevention of Disorders	P	X	Active			Active	*X	Active until updated.
2.	8		Disturbance Control Plans	P	X	2		6	8	*X	Plans are updated annually by each correctional facility.
3.	8		Emergency Preparedness Plan								
			a. Institutional Plans	P	X	4		4	8	*X	Plans updated biannually by each correctional facility.
			b. Parole Facilities-Employee Protection	P	X	4		4	8	*X	Plans updated biannually by each correctional facility.
4.	2		Safety and Security	P	X	2		6	8	*X	
5.	8		Disturbance Control and Emergency Preparedness Training Programs	P	X	Active +2		6	Active +8	*XI	I=Access to the individual for Civil Code 1798.34(a). Active until course is updated.
6.			Office of Emergency Services	P	X	4			4	X	
7.			Mutual Aid Departments/Agencies	P	X	4			4	X	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<p>*Written procedures and operational plans are confidential and exempt from public inspection under Government Code, Section 6254(f).</p> <p>Vital Record Protection: Emergency and disturbance control procedures are vital to the operation, security and safety of departmental employees and inmates under the jurisdiction of the Department. Records are maintained in locked file equipment and/or in buildings/rooms secured by electronic control systems. Records are available only to those staff on a need-to-know basis. Obsolete records shall be destroyed by certified witnessed destruction.</p>								